



GRANTS AND CONTRACTS COMMITTEE

Friday, January 19, 2018

9:30 A.M. – 11:00 A.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, January 19, 2018 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Matthew Isiogu, Chairperson, Telephone	Tom Uno, Telephone
Jamie Edgin, Telephone	Cindy Findley, In Person
Monica Cooper, Telephone	John Black, In Person

Members Absent	
David Copins	Lori Masseur

Staff	Guests
Erica McFadden, Executive Director Lani St. Cyr, Staff Marcella Crane, Staff Sarah Ruf, Staff	

A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 9:32 A.M. Roll call and participant introductions were completed.

B. Minutes from November 7, 2017

Chairperson Matthew Isiogu asked members to review the minutes. Tom Uno mentioned that his name was not reflected in the minutes and staff agreed to add his name under the Members Absent heading. Matthew asked for a motion to accept the minutes with the agreed upon change. Motion was made by Monica Cooper; seconded by Tom Uno. The motion carried.

C. Fiscal/Contract Update

Lani St. Cyr provided a financial update highlighting the fact that the Federal Financial Reports were submitted on time and reflected fully liquidated FFY15 funds and fully obligated FFY16 funds. She explained that there is approximately \$550,000 remaining of FFY17 funds to obligate, but that the Council has already identified how those funds should be spent. She went on to explain the \$1.4 million shown under Revenue for FFY18 is an estimation, as we are waiting for further information from the Feds regarding future funding. The Council received the second award letter for FFY18, in the amount of \$161,656. This brings the total FFY18 actual award level to \$427,106 and represents funding under the Continuing Resolutions (PL 115-90 and PL 115-96) through January 19, 2018.

Lani St. Cyr then gave an overview of the current projects funded by the Council. She explained there are no concerns with the billing of any projects and highlighted the NAU/IHD webinar contract would be expiring and a renewal proposal has been submitted for the Committee's approval. It was also mentioned that the Sonoran UCEDD Employment First Website has been added to the current contracts based on the voting from the previous Committee meetings.

Matthew Isiogu gave an overview of the Budget Recommendation created to outline the proposed projects and funding under the goal areas of the Council. It separates the goals, objectives, activity, vendor, targeted result, as well as the funding to be allocated by grant year. A couple of new columns were added to the document to reflect the progress of identified projects. These columns show whether or not the project has been approved by the Committee, is to be discussed, or has yet to be reviewed and what funding year the project falls under. There was a question about the Seed funding category and it was explained that the hope is to use funding in that category for new projects identified through the Request for Information (RFI) process. Matthew also discussed the anticipated Surplus/ (Shortfall) line and the \$0 balance for FFY17 and approximately \$300,000 in unallocated funding for FFY18 that is available for funding new projects.

The Committee expressed their appreciation for the new Budget Recommendation sheet and how it shows the anticipated plan for the future funding of projects. No action was taken on this item.

D. Cochise County RFGA

Marcella Crane gave a status update on the \$40,000 Request for Grant Application (RFGA) "Projects to Support Community Inclusion for People with Developmental Disabilities" focused in Cochise County. The solicitation was released on November 20, 2017 with an extended due date of January 15, 2018. Two applications were received by the due date. One application had sufficient information to review, and the second application was not susceptible to review, due to the lack of narrative in response to the scope of work. It was explained that the lack of responses to the solicitation was not due to lack of community outreach. The Committee then discussed how to best to process the proposal that is susceptible to review. The options given to the Committee included: 1. Cancel the RFGA

due to the number of proposals received or 2. The Grants and Executive Committee will review the proposal and make the determination to award or not. The Committee decided to proceed with option 2, with the proposal to be added to the agenda and reviewed at the next Grants Committee meeting. Motion was made by Tom Uno; seconded by Monica Cooper. The motion carried.

E. Request for Information (RFI) Update

Marcella Crane gave an update on the Request for Information (RFI) process. Marcella explained the RFI was released and the Council received 23 proposals. Currently Council Staff is doing an internal review of the proposals prior to putting them forward for Committee review. It was mentioned there are themes that appear to be developing with the submitted proposals. The RFIs are anticipated to be reviewed by the Grants Committee at the next meeting. No action was taken on this item.

F. Request for Quote-Economic Researcher

Marcella Crane and Erica McFadden discussed the Request for Bid for an Economic Analysis to be completed to help facilitate increasing employment outcomes for people with disabilities. There were five proposals submitted as part of the request and each were reviewed by an outside evaluation committee consisting of three members. Staff provided technical assistance and answered questions, but the evaluation committee recommended University of Massachusetts, Boston, and Institute for Community Inclusion, as the recommended proposal to fund. The proposal was strong in several areas, including a strong research team, experience and knowledge of disability issues, experience in research methods and cost effectiveness. Staff developed a matrix showing the final scores of each proposal and based on the discussions of the evaluation committee will develop a consensus report of the RFQ process. Motion was made by Cindy Findley to accept the UMASS Boston proposal to include travel for \$58,616; seconded by Tom Uno. The motion carried.

G. ASU/Cronkite Proposal

Sarah Ruf has been in communication over the past several months with ASU's Walter Cronkite School of Journalism and Mass Communication, National Center on Disability and Journalism. This culminated in a proposal submitted by ASU/Cronkite school to develop a training curriculum, in partnership with the ADDPC and Ability 360 to state agency public information officers, public relations professionals and other journalists in Arizona. Over the course of one year, two workshops will be held in Phoenix that will assist these professionals as they communicate with the public using text, social media and other communication platforms, to use accurate and non-stigmatizing language in their communication and to learn to build bridges with the disability community. The cost of the proposal is \$25,022 and approximately 80 media professionals will be targeted. Motion was made by Monica Cooper to accept the ASU/Cronkite proposal; seconded by Cindy Findley. The motion carried.

H. NAU/IHD Webinar Renewal Proposal

Tom Uno mentioned the need to recuse himself. NAU/IHD submitted a year 3 renewal proposal to continue to work with the Council to provide technical assistance on webinars.

The proposal is limited to support 4-6 webinars, with topics to be identified by the Council staff or members. The cost of the renewal proposal is \$11,229. Motion was made by Cindy Findley to accept the NAU/IHD proposal; seconded by Monica Cooper. Tom Uno abstained. The motion carried.

I. Future Meeting Schedule

Matt Isiogu and Lani St. Cyr reviewed the proposed Grants Committee Meeting Dates for 2018. Staff decided to schedule Grants Committee meetings approximately two weeks in advance of Full Council meetings to allow for any recommended changes coming out of the Grants Committee to be made prior to the Executive Committee meetings and to allow members enough time to review documents prior to the Full Council meetings.

Committee members in attendance agreed that Friday mornings would work for most members and the meeting time should be 9am-10:30am, with the understanding that the meeting may not take the entire hour and half. It was requested that meeting invitations be sent for the dates and times determined. It was also mentioned that additional Ad Hoc meetings may need to be held for contract and funding purposes and dates/times may need to be adjusted if quorum is not reached. No action was taken on this item.

J. Adjourn

Chairperson Matthew Isiogu called for a motion to adjourn the meeting. Motion was made by Tom Uno; seconded by Monica Cooper. The motion carried, meeting adjourned at 10:32 AM.